

# PLAY DAY DIRECTOR JOB DESCRIPTION

Revised 10-24-25

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## A. REFERENCES:

1. By-Laws and SOP's for The Villages Women's 18-Hole Golf Association

## B. GENERAL RESPONSIBILITIES:

1. Handle all regular Play Days, excluding tournaments and guest days.
  - a. Be available on Play Days to answer questions and make decisions or designate someone to act on your behalf.
  - b. Maintain communication with the Director of Golf / designated Pro Shop Liaison.
    - 1) All score cards must be returned to the Pro Shop by 1:15 PM or player(s) will be DQ'd from Sweeps.
    - 2) Ensure tournament form is filled out and sent the Pro Shop a minimum of one week prior to any special play day format, other than stroke play.
    - 3) Mediate any score card changes with the Pro Shop and player.
2. Review the reports and results generated by the Pro Shop for each Play Day.
  - a. Review the Flight Report with the Pro Shop Liaison the Wednesday prior to play. The first and last flights should be smaller than the others as we strive to keep the handicap range within a flight between 5 to 6 strokes or no more than 10.
  - b. The Pro Shop will enter the scores into the scoring system and post all scores.
3. Finalize and communicate the results of each Play Day.
  - a. The Pro Shop will finalize and communicate the results to the Play Day Director.
  - b. The Play Day Director or designee will E-mail results to The Villager for publication (Kory Tran): [ktran@the-villages.com](mailto:ktran@the-villages.com)
4. Archive each Play Day's paperwork for 2 years and save the electronic reports.
5. Keep individual spreadsheets to summarize all Play Day results.
  - a. Weekly report includes number of players, game format, amount paid in sweeps or golf balls.
  - b. Record Captain's Trophy Day points

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- c. Record Low Putts each Captain's Trophy Day.
  - 6. Attend all Board Meetings and General Meetings. Report the total of players and money paid at the monthly Board of Directors Meetings.
  - 7. When balls are used as prizes, check how many sleeves are used and how many are remaining. Ask the Pro Shop to reorder if more are needed for the rest of the season.

## C. PLAY DAYS

### 1. Sweeps

- a. A minimum of 20 players is required for sweeps, including Captain's Trophy.
- b. The Pro Shop sets up Flights the day before each Play Day.
  - 1) As a guideline, try to keep flight handicap ranges between 5 and 6 strokes but no more than 10 strokes maximum.
- c. One third of each Flight will be paid.
  - 1) The one third payout includes one Low Gross and the rest Net scores to be paid in each Flight.
  - 2) Include DQs and DNFs in calculating the one third.
  - 3) WDs must not be included in the payout calculation
  - 4) Do not round up when doing payouts. Payouts will be to the nearest one third or common denominator of 3.
  - 5) Ties will be broken by the USGA method.
- d. Definitions
  - 1) DQ – Player was Disqualified from competition for cause: Should be part of the count
  - 2) DNF – Did Not Finish the stipulated round: Should be part of the count
  - 3) NS – Was scheduled to play but did not show up or call: Not part of the count
  - 4) WD – Withdrew or cancelled before competition began: Not part of the count.
- e. Awards are entered into the player's Pro Shop Sweeps account, except on Guest Days when balls are given and other Tournaments when other awards are given.
- f. No regular sweeps are paid during the Handicap Championship, the Club Championship, or the Member/Member Tournament. **When qualifying rounds**

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are scheduled on Captain's Trophy Day, Sweeps will be paid.

- g. Nonparticipants in major tournaments may follow the field, if space is available.

## 2. Captain's Trophy Day

- a. Captain's Trophy Day is generally the first Thursday of each month, except December.
  - 1) Flight set-up guidelines are the same as Play Day Sweeps, Items C.1.b.1).
  - 2) The guidelines for Captain's Trophy payout are the same as Play Day Sweeps, Items C.1.c.1) thru 5).
- b. The winner of the Captain's Trophy is the overall Low Net player for the day.
- c. The rotating trophy is awarded by the Pro Shop staff.
- d. In the event of a tie for Low Net, the award is shared.
- e. A spreadsheet is used to record all points per the following method:
  - 1) 7 points – overall Captains Trophy Low Net winner(s)
  - 2) 5 points – 1<sup>st</sup> place Low Net per Flight (CT Low Net(s) have been removed from the process, at this point.
  - 3) 3 points – 2<sup>nd</sup> place Low Net per Flight
  - 4) 1 point – 3<sup>rd</sup> place Low Net per Flight
- f. After the November Captain's Trophy Day has been recorded, the Play Day Director tallies up all the points.
- g. The player with the most points, wins the Captain's Trophy for the year. The player's name is given to the Trophy Chair and her name will be engraved on the trophy.
- h. The overall Captain's Trophy is awarded in December by the Captain.
- i. Low Putts
  - 1) Low putts competition is always in conjunction with Captain's Trophy Days.
  - 2) The player with the least putts is recognized and awarded a sleeve of balls.
  - 3) If a tie occurs for low putts, all players who tied are awarded a sleeve of balls.
- j. A spreadsheet is used to record all the player's putts on Captain's Trophy Day.

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- 1) After the last Captain's Trophy Day in November, each player's five lowest putt scores are added up and divided by five for her annual average.
- 2) The player with the lowest average putts wins the Trophy and her name is given to the Trophy Chair.

### 3. Payout Guidelines

- a. Based on the Flight size for 1/3 payout, Gross and Net, including DQs and DNFs:

Low Gross	=	\$8.00
1 <sup>st</sup> Net	=	\$8.00
2 <sup>nd</sup> Net	=	\$7.00
3 <sup>rd</sup> Net	=	\$6.00
4 <sup>th</sup> Net	=	\$5.00
5 <sup>th</sup> Net	=	\$4.00

### 4. Frost and Rain Delays

- a. A minimum of 20 players must start 18 holes to be considered an official play day.
- b. Frost Delays: There will be play if the announced delay is only 1 hour. Play is Cancelled if the delay is more than 1 hour. No lunch or cards set up.
- c. Rain: Play is player's choice, unless a Black Flag indicates the Course is closed.
- d. A player must complete a full round of golf to qualify for Sweeps, Hole-in-One, Birdies, or Chip-in's. The Chip-in/Birdie Book will be left out for those finishing their round until 1:15 PM.

### 5. Temporary Tees or Greens or Abnormal Conditions

- a. The Play Day Director should check course conditions with the Hot Line and/or the Pro shop before play.
- b. Birdies and Chip-ins will not count on holes under construction or changed in any way.

## D. SPECIAL EVENTS

### 1. Guest Days:

- a. An official 18-hole handicap is required for all female guests. Each member may

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- only have 3 guests.
- b. Guests may be from inside or outside the Villages, provided they meet the handicap criteria.
- c. Guests may participate in Chip-ins and their names will be announced for Birdies.
- d. The Play Day Director and Guest Day Chair will agree on the format, generally a team game.
- e. The Pro Shop does the setup, pairing, scoring, and announcing of the results. Awards are 2 dozen golf balls per Flight. One sleeve each Player for the winning team, two balls for the second team each Player and one ball for the third team each Player. Blind draws do not receive golf balls.
- f. Typically, five to seven teams are in each of the three flights.
- g. Guests pay the Special Guest fee, as approved by the CBOD. If they wish, they may pay by credit card in the Pro Shop or have it billed to their Country Club account, if we have reciprocal rights.
- h. Lunch is mandatory for all Guests and their Hosts. All lunch charges are billed to the member/host.
- i. The Pro Shop will make a list of Guests for the Public Safety Gate.

## **2. Tournaments**

- a. Tournaments include the Club Championship, Handicap Championship, M & M, Halloween, Charity, Turkey Shoot, Beat the Pro, and the 4 Saturday tournaments.
  - 1) Only Primary Members are eligible for the Club Championship. (Refer to the SOPs Club Championship)
- b. The Play Day Director will assist the Tournament Director and Chairs, if required.
- c. Sweeps are paid from the Play Day account for all tournaments except the Club Championship, Invitational, Handicap, and M&M.
- d. Chip-ins are subject to the Tournament Chair's discretion.
- e. Birdies will be recognized for all individual Tournaments.
- f. Non-Tournament Players may play if space is available.

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### **3. Thursday “No Sweeps” Play Days**

- a. There will be scheduled Play Days with “No Sweeps” when the Pro Shop is unable to provide support.
- b. Members will make their tee time on Cobalt, as usual.
- c. Use a regular Villages Golf Course scorecard as preprinted scorecards will not be available.
- d. When completing the round of golf, each Member must adjust and post her own score.
- e. The Birdie and Chip-In book will be available for sign-in and recognition will be given at our usual luncheon Meeting.

### **4. Non-Thursday Play Days**

- a. Non-Thursday Play Days will correspond with the Men’s Invitational or other Tournaments scheduled for Thursday.
- b. Advance notice will be provided to the Membership.

## **E. OVERSIGHT RESPONSIBILITIES**

1. The Playday Director will update the Pro Shop responsibilities sheet.
2. The Playday Director will review flights and payouts weekly to ensure the Pro Shop is following the responsibilities sheet.
3. The Play Day Director will ensure a new Pro Shop Liaison is performing all facets of the responsibilities sheet accurately and is properly trained on the requirements for the Association.

## **F. ADDITIONAL RESPONSIBILITIES**

1. At the end of your term, revise and update this Job Description, as needed, and forward to the Captain and to the Policies and Procedures Administrator.